

**BY ORDER OF THE COMMANDER  
90TH SPACE WING**

**AIR FORCE MANUAL 23-110, VOLUME 2,  
PART 13, CHAPTER 4**



**90TH SPACE WING  
Supplement 1**

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**Supply**

**TURN-IN PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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AFMAN 23-110, Volume 2, Part 13, Chapter 4, 1 July 2002, is supplemented as follows and applies to 90th Space Wing organizations. It provides guidance to customers supported by Transtecs Corporation Supply. This chapter provides procedures for turning in all equipment and supplies authorized for return to Base Supply or for direct turn-in to the DRMO. This publication does not apply to Air Force Reserve and Air National Guard Units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, Records Disposition Schedule (will become AFMAN 33-322, Volume 4). Comply with AFI 33-332/AFSPC Sup 1, Privacy Act, for documents containing privacy act information. For official use only information, comply with DoDR 5400.7, DoD Freedom of Information Act Program, Air Force Supplement/AFSPC Sup 1, Chapter 4.

**SUMMARY OF REVISIONS**

This publication is revised to create a separate chapter supplement to AFMAN 23-110, Volume 2, Part 13, and it revises procedures used before turn in of property and the use of proper forms when turning in repairable assets.

4.3. Repair Cycle personnel will pick up repair cycle assets.

4.4.2.3.1. Serviceable items representing less than a full unit of issue should be retained by the organization. Items may be kept as work order residue or when authorized on bench stock regardless of the excess position. Serviceable items procured through COPARS/COCESS, which the contractor will not take back for credit, will be kept in work order residue.

4.4.2.3.2. Periodically screen property in the serviceable/reparable/not identified area. Serviceable items identified to a stock number or part number are marked and relocated to the serviceable area.

4.4.2.4. Pickup and delivery personnel will pick up items as required by organizations.

4.4.2.7. (Added) Excess serviceable items currently authorized on bench stock may be placed in the bench stock instead of returning them to Base Supply. Notify Stock Control to assign an EEX code to protect a temporarily large quantity of on-hand assets from disposition.

4.5.2. Use **DD Forms 1577-2 or 1577-3, Unserviceable (Reparable) Tag/Label**, total unserviceable (reparable) subassembly, assembly unit, group, set or accessory under MILSTRIP condition code "G" (incomplete) not maintained or managed under AFMAN 23-110. Reason for repair; a complete listing showing stock number, quantity, and description of items short or missing will be added.

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